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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 7 May 1958

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 18
30 April - 6 May 1958

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

A. On Monday, 5 May, Writing Workshop No. 19 began with nineteen students. Eight are from the DD/S, six from the DD/I, and five from the DD/P. This class is split into two sections, one under [redacted] 25X

B. During this week instructors of the Intelligence Production Staff, aided by [redacted] 25X
[redacted] are briefing a visiting [redacted] on 25X
the missions and functions of the DD/I area. *1 week full-time for* 25X

D. [redacted] staff meeting on Friday, 2 May, Mr. [redacted] discussed the Intelligence Production Staff's plans for developing an integrated writing program for the Agency.

E. Reading Techniques #141 started its second week of training on 5 May with 13 students.

F. The Registrar, OTR, has been requested to limit enrollment in the Reading Techniques courses to 11 students. Classes of 12 or more must be conducted in two sections, requiring that the instructor be in the classroom all morning and all afternoon. This leaves the instructor no time to conduct the retest program, the reading skills testing

25X1
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program, the make-up sessions for current students, score exercises and projects, interpret the scores, plan individual exercises, plan the group exercises, devise new projects and tests, conduct research, and perform the necessary clerical duties of typing, filing, and answering the phone.

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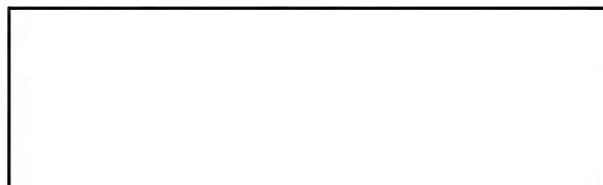
G. Mrs. [] rently helping with the clerical duties in the Reading program by typing class evaluations, code sheets, new reading tests, and reproducing copies of a number of daily class exercises.

III. PERSONNEL NOTES

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A. [] is enrolled in Writing Workshop No. 19.

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